



City of Gustavus

PO Box 1

Gustavus, AK 99826

Phone: (907) 697-2451

Posting date: April 15, 2016

Bid opening: noon, May 16, 2016

REQUEST FOR PROPOSALS

Project title: Gustavus Community Survey, 2016

Purpose

Produce, disseminate and analyze a set of questions to inform the Gustavus City Council, the community at large, and other interested parties on the opinions of Gustavus stakeholders regarding issues before the community.

Task assignment

The City of Gustavus will:

- design questions for an approximately 60-question survey
- generate a list of adult stakeholders and their mailing addresses
- develop a protocol for dissemination of the survey to stakeholders
- provide the survey to, and collect the survey from, **the Gustavus high school students.**

The successful bidder will (in consultation with the City):

- design the final survey format
- print a survey packet that will include the survey, along with a cover letter (approximately 700 copies each)
- mail survey packets to each adult stakeholder on the list provided by the City
- receive the completed mailed-in survey packets
- design and implement a protocol for survey data entry
- design and implement a protocol for data analysis and summary
- prepare a final report summarizing survey results
- provide the City with raw data from the analysis
- destroy the returned survey packets

Proposed schedule

Fall 2016, Exact date TBD: Contract awarded to the successful bidder

1.5 weeks after Award date: Survey packet mail-out complete

4.5 weeks after Award date: Survey return period ends

6.5 weeks after Award date: Data entry and analysis period ends

8 weeks after Award date: Final report submitted

Qualifications and specifications

Bidder must:

- provide evidence of capability to perform the tasks listed above for the successful bidder, in a professional and timely manner
- provide an estimate of costs for each of these tasks
- provide an estimated cost to the City for the completed job